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STATE OF INDIANA

DEPARTMENT OF WORKFORCE DEVELOPMENT

Formal Communication

TO: WIB Directors

FROM: William R. Miller, Director, WIA Administration

DATE: December 15, 2004

Workforce Investment Act - Technical Assistance Bulletin

WIA-TAB 2004-001

WorkKeys Certificates

Since September 2004, the Department of Workforce Development has been issuing two types of Indiana WorkKeys Certificates – gold and blue. The following is meant to add clarity to existing law, regulation, and policy regarding the issuance of WorkKeys Certificates.

The gold certifies that the individual has been assessed at a WorkKeys skill level of at least five in applied mathematics, reading for information, and locating information. The Gold Certificate documents that the person awarded the certificate has skill levels in these three areas that meet the requirements of 90% of all jobs nationally profiled by WorkKeys.

The blue certifies that the individual has been assessed at a WorkKeys skill level of at least four in applied mathematics, reading for information, and locating information. The Blue Certificate documents that the person awarded the certificate has skill levels in these three areas that meet the requirements of 50% of all jobs nationally profiled by WorkKeys.

The Gold and Blue WorkKeys Certificates issued by the State of Indiana meet the definition of credentials for the Workforce Investment Act performance standards. They should be classified as “Occupational Skills Certifications/Credentials” and may be counted toward WIA credential performance if all other requirements for the performance standard are met. For WIA performance, service providers should document the attainment of these credentials as they would any other credential.

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